

**Job Title:** Preschool Teacher – The Learning Tree  
**Reports To:** Director, The Learning Tree  
**Status:** Part-Time, Salaried (Non-Exempt)  
**Hours:** Approximately 18 hours per week (MWF)  
**Compensation:** \$13,000 annually



## Overview

The Learning Tree is a ministry of St. Paul United Methodist Church in Muskogee, Oklahoma, providing a 15-hour weekly preschool program for children ages 2–4. The Learning Tree seeks to offer a high-quality, developmentally appropriate early childhood education experience, while also supporting the church's broader mission: *"To Reach People for Christ and Develop Deeply Committed Christians."* We are seeking a caring, reliable, and creative Preschool Teacher to join our team and help nurture the growth and development of our youngest learners.

## Primary Responsibilities

- Serve as the lead teacher for a class of children
- Plan and implement engaging, developmentally appropriate lessons and activities
- Foster emotional, social, cognitive, and spiritual growth in the classroom
- Create a welcoming, safe, and structured learning environment
- Supervise and collaborate with a classroom aide to support student needs
- Communicate effectively and professionally with parents/guardians
- Maintain classroom setup and cleanup each day
- Support and implement the vision and policies set by the Director

## Qualifications

- Experience working with young children in a classroom or childcare setting
- Knowledge of early childhood development and classroom management strategies
- Strong interpersonal and communication skills
- Ability to work well with colleagues and follow guidance from the Director
- A heart for ministry and a willingness to support the mission of St. Paul United Methodist Church
- Background check and child safety training required before employment

## Work Schedule

- **Monday, Wednesday, Friday:** 6 hours per day
  - 5 hours classroom instruction
  - 1 hour prep/cleanup

## Work Environment

This role functions within a church-based preschool ministry and values a team-oriented, faith-affirming environment. The Preschool Teacher will work under the supervision of the Director and be supported by a classroom aide. We are looking for someone who views early childhood education as a meaningful and rewarding vocation.